



# *Statement* of Work

## **The Guard™ – Compliance Automation Solution**

- Risk Analysis Tool:
  - Guided Self-Auditing Solution for all HIPAA-required technical, physical, and administrative audits and assessments (i.e. IT Risk Analysis, Asset & Device Audit, Physical Site Audit [Cloud Storage Assessment for Cloud-Based Environments], Privacy Standards Audit, Security Standards Audit, and HITECH Subtitle D Privacy Audit).
- Gap Analysis, Remediation Plans, and Task Manager:
  - Automated generation of Gap Analysis reports.
  - Automated generation of remediation plans & tasks.
  - Task Management tool for tracking and documenting remediation progress.
- Policy / Document Manager:
  - Policy Management solution with version control for tracking needed updates / reviews of HIPAA policies annually, with in-line editing, and Regulatory Updates.
  - All-inclusive library of current HIPAA policies, procedures, trainings, and administrative documents (All required Forms, BAAs, Confidentiality Agreements, etc).
- Training & Attestations Tracking:
  - Includes all HIPAA-required trainings for employees (i.e. HIPAA 101, Cyber Safety, Incident Management, Fraud Waste & Abuse). Optional integration with existing systems.
  - Portal for employees to complete trainings & policy attestations.
- Business Associate Manager:
  - Contract Manager for Business Associate Agreements & Confidentiality.
  - Vendor Assessments & Due Diligence Tracking.
- Incident Manager:
  - Incident Management Tool tracks incidents and generates required reports.
  - Anonymous Incident reporting for employees.
- Reporting:
  - The Guard™ provides robust reports via PDF or CSV for all application services.

## **Compliance Coaching™, Unlimited Support, Audit Response Program:**

- Dedicated Compliance Coach to work with your teams, with a goal of completing onboarding through 3-4 sessions to provide guidance and eliminate guesswork (additional sessions available if needed).
- Unlimited support for application services, including coaching and HIPAA Hotline.
- Audit Response Program: Support in the event of a HIPAA audit or investigation. Our team of Subject Matter Experts will directly assist in generating the necessary documentation and reports to provide to the governing body conducting the audit, working within their deadlines.

## **Seal of Compliance:**

- The Seal of Compliance Illustrates to auditors, clients, and partners that your organization has taken the necessary steps toward achieving HIPAA compliance.